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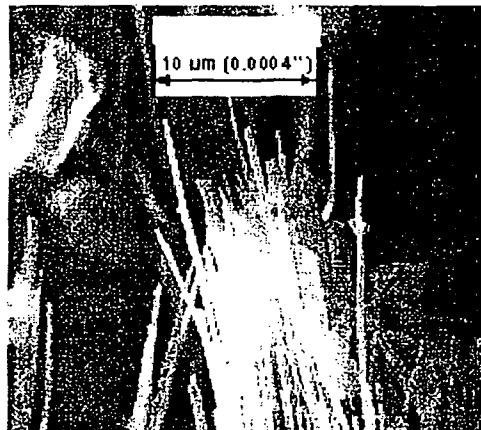
**MARCOR REMEDIATION, INC.
HEALTH AND SAFETY PLAN
VERSION 1.1**

SDMS Document ID



2000512

**SCREENING PLANT
OPERABLE UNIT 02
LIBBY, MT**



Microscopic view of fibrous bundle in vermiculite
From the EPA website for Libby, Montana

Developed under contract no. DTRS57-96-D-00036, USDOT VOLPE
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Reviewed by: Bruce Lippy, CIH, CSP

7-15-00 (date)

Seal

Procedure Number: 05-410-02
Procedure Name: Tailgate Safety Meetings/Fit Checks
Effective Date: 06/15/92
Supersedes: 05-410-01
Responsible Positions: Operations Managers, Supervisors/Crew Leaders, Operations Administrator

Objective: To promote safe work practices and ensure that field personnel are properly trained and thoroughly familiar with the MARCOR policies/procedures.

Weekly Tailgate Safety Meeting

The Tailgate Safety Meeting Program has been designed to promote safe work practices by ensuring that Supervisors/Crew Leaders (and through them, our workers) are properly trained and thoroughly familiar with the MARCOR policies/procedures.

The Supervisor/Crew Leader at a job site shall conduct weekly tailgate safety meetings with his/her crew on scheduled agenda topics and/or any site or job specific issues for the purpose of reviewing and promoting safe work practices. The meetings shall be held every Monday and at the start of a new job. The Operations Manager should ensure that those employees who work alone on a job are instructed to attend another crew's meeting.

Each Operations Manager and Supervisor/Crew Leader will be issued a Tailgate Safety Meeting Manual as prepared by the Health and Safety Committee. Each employee who is issued a Manual should sign an Acknowledgement form (Form #05410F1). The Operations Administrator should be certain that the original executed Acknowledgement is placed in the employee's personnel file and that a copy of the executed Acknowledgement is sent to the Personnel Assistant in Hunt Valley for the corporate Personnel files. If the employee is terminated, he/she must return the Manual to the Operations Administrator, and the Operations Administrator shall note on the Acknowledgement form in the space provided the date that the Manual was returned.

The Tailgate Safety Meeting Manual contains 52 agendas designated for specific weeks (as outlined on the Schedule of Meetings). [Refer to Exhibit 1 for a sample Agenda and Schedule.] At each weekly meeting, the Supervisor/Crew Leader should use the outline provided on the scheduled agenda topic as the basis of his/her meeting. The Supervisor/Crew Leader shall insert the date the meeting is held in the space provided. Other site specific safety

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subjects may be included and a space has been provided on the agenda sheet for the Supervisor/Crew Leader to list any site specific subjects discussed. At the end of the meeting, the agenda sheet should be circulated to the attendees for their signatures as an acknowledgement of having attended the meeting.

Fit Check

The reverse side of the meeting agenda (refer to Exhibit 1) contains the fit check form to be completed by the Supervisor/Crew Leader for any jobs which require respiratory protection. Every crew member will receive a respirator fit check (with irritant smoke). The Operations Administrator shall place the completed original meeting agenda/fit check form in the job file and a copy of the form (front and back) shall be sent to the Personnel Assistant in Hunt Valley to be placed in the corporate job file. THE TAILGATE SAFETY MEETING AGENDA FORMS WILL BE SUBJECT TO THE REGULAR MONTHLY COMPLIANCE AUDIT PROCEDURES.

Job-Specific Topics/Extra Forms

There may be occasions when a job-specific topic should be addressed rather than the scheduled agenda topic for that particular week. Blank forms have been provided in the Manual for these instances (Form #05410F2). The Supervisor/Crew Leader shall complete the form, listing the subject discussed, date and specific issues covered. In accordance with the procedure for scheduled agenda topics, the job-specific form shall be executed by attendees and the fit check portion shall be completed. The Operations Administrator shall place the completed original form in the job file, and a copy of the form (front and back) shall be sent to the Personnel Assistant in Hunt Valley to be placed in the corporate job file.

Also provided in the Manual are extra Attendee Signature forms (Form #05410F3) and extra Fit Check forms (Form #05410F4) for those meetings where the size of the crew requires additional space on the forms. When more than one sheet is used for a weekly meeting, the Supervisor/Crew Leader should staple the sheets together before placing them in the job file and the Operations Administrator should be certain to send the Personnel Assistant copies of all sheets for the corporate files.

Administration

In May of each year, the Health and Safety Committee will provide replacement agenda topic/fit check sheets to be inserted into the

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Manuals. The agendas may be the same or may cover new topics. Additional agenda topics which an employee believes should be addressed in the future should be directed to the Chairperson of the Health and Safety Committee.

The Operations Manager and all Supervisors/Crew Leaders must be thoroughly familiar with the topics discussed at tailgate safety meetings. The Operations Manager shall, therefore, read/review the MARCOR policies/procedures scheduled for discussion and shall cover them at Supervisor Meetings in advance of the scheduled tailgate safety meetings.

EXAMPLE: An operation's Supervisor Meetings are held the 15th of each month. At the Supervisor Meeting scheduled for July 15, in advance of the meeting, the Operations Manager would read all policies/procedures which are related to the agenda topics scheduled for discussion at tailgate safety meetings to be held after July 15 and prior to the next subsequent Supervisor Meeting (August 15) -- that is, the topics designated for the weeks of July 20, July 27, August 3 and August 10. [PLEASE NOTE: Dates are provided for illustrative purposes only and do not necessarily correspond with the current calendar year.]

TAILGATE SAFETY MEETING MANUAL
ACKNOWLEDGEMENT

I hereby acknowledge receipt of the MARCOR Tailgate Safety Meeting Manual. I understand that the material contained in the Manual is considered the property of MARCOR and I agree to treat it as privileged and confidential information. In the event of termination of my employment with the Company, I hereby agree to return the Manual to the Operations Administrator along with all other MARCOR property.

Date: _____

Print Name: _____

MANUAL RETURNED: _____
(date)

RECEIVED BY: _____

Print Name: _____

MARCOR TAILGATE SAFETY MEETING

JOB-SPECIFIC TOPIC

Subject: _____ Date: _____

NOTES:

ATTENDEES

Name Printed

Signature

PLEASE COMPLETE THE BACK OF THIS FORM

Date: _____

Signature

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

..!

FIT CHECK

Supervisor: _____

Report Date: _____

Job Name: _____

Job Number: _____

Respirator Fit Key:

G = Good Seal

B = Bad Seal

Respirator Condition Key:

A = Acceptable

U = Unacceptable

Respirator Type Key:

A = Air Purifying

B = PAPR

C = Supplied Air

Name	Initials	Resp. Fit	Resp. Condition	Resp. Type

Action Required/Taken: _____

Detail action taken on any respirators with bad seals or unacceptable conditions:

_____Signature: _____
Supervisor

Date: _____